

Grant Thornton

# Howladar Yunus & Co.

**Chartered Accountants**

Member firm of Grant Thornton International Ltd.

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Independent Auditor's Report on the Financial Statements of  
Project Name: Journalism Skills in Media and Academia - Phase II  
Implemented by: Management and Resources Development Initiative  
(MRDI)

Funded by: The Asia Foundation (TAF)  
For the period from 01 August 2022 to 30 November 2022

Submitted by:  
Howladar Yunus & Co.  
Chartered Accountants

25 December 2022

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**FIRST PART**

**Independent Auditor's Report and  
Audited Financial Statements**

Independent Auditor's Report to the Board of Directors of  
Management and Resources Development Initiative (MRDI)  
Report on the Audit of the Financial Statements

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**Howladar Yunus & Co.**  
House-14 (Level 4 & 5)  
Road-16A, Gulshan-1  
Dhaka-1212  
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**T :+880 2 58815247**

### Opinion

We have audited the Financial statements of **Journalism Skills in Media and Academia - Phase II** project implemented by the Management and Resources Development Initiative (MRDI); funded by The Asia Foundation (TAF), which comprise the balance sheet as at 30 November 2022, the Statement of Income and Expenditure and Statement of Receipts and Payments for the period from 01 August 2022 to 30 November 2022 and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements give a true and fair view of the financial position of the project as at 30 November 2022, and its financial performance and its Receipts & Payments for the period from 01 August 2022 to 30 November 2022 in accordance with International Financial Reporting Standards (IFRSs) as mentioned in Note 2.1.

### Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code), and we have fulfilled our ethical responsibilities in accordance with the IESBA Code and the Institute of Chartered Accountants of Bangladesh (ICAB) Bye laws. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements that give a true and fair view in accordance with International Financial Reporting Standards (IFRSs) and other applicable laws and regulations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.



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Chartered Accountants

Member firm of Grant Thornton International Ltd

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In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of the audit in accordance with ISAs, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.





- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads "Muhammad Farooq".

Muhammad Farooq FCA

Managing Partner, Enrolment No.: 0521

Howladar Yunus & Co., Chartered Accountants

Firm Registration Number: [N/A]

DVC No.: 2212250521AS114962

Dated: Dhaka

25 December 2022

Project Name: Journalism Skills in Media and Academia - Phase II  
Implemented by: Management and Resources Development Initiative (MRDI)  
In partnership with: The Asia Foundation (TAF)

Balance Sheet  
As at 30 November 2022

	Notes	As at 30 Nov 2022 BDT
<b>Assets</b>		
Cash and cash equivalents	4.00	652,152
		<u>652,152</u>
<b>Fund and Liabilities</b>		
Provision for expenses	7.00	75,000
Unutilized donor fund	5.00	577,152
		<u>652,152</u>

The accompanying notes (1-13) form an integral part of these financial statements.

  
Sk. Shaniaz Ahmed  
Deputy Manager, Accounts

  
Md. Mominul Islam  
Manager, Accounts

  
Hasibur Rahman  
Executive Director

As per our annexed report of same date.



Muhammad Farooq FCA  
Managing Partner, Enrolment No.: 0521  
Howladar Yunus & Co., Chartered Accountants  
Firm Registration Number: [N/A]  
DVC No.: 2212250521AS114962

Dated: Dhaka  
25 December 2022



Project Name: Journalism Skills in Media and Academia - Phase II  
Implemented by: Management and Resources Development Initiative (MRDI)  
In partnership with: The Asia Foundation (TAF)  
Statement of Income and Expenditure  
For the period from 01 August 2022 to 30 November 2022

		For the period from 01 August 2022 to 30 November 2022
	Notes	BDT
Income		
Grant income	8.00	2,201,886
		<u>2,201,886</u>
Expenditure		
Module Development	9.00	588,712
Teachers Training on the Developed Module	10.00	384,827
Seminar on Importance of Teaching Factchecking	11.00	381,791
Programme Personnel	12.00	624,135
Programme Operations and Management	13.00	222,421
		<u>2,201,886</u>

The accompanying notes (1-13) form an integral part of these financial statements.

  
Sk. Shaniaz Ahmed  
Deputy Manager, Accounts

  
Md. Mominul Islam  
Manager, Accounts

  
Hasibur Rahman  
Executive Director

As per our annexed report of same date.



Muhammad Farooq FCA  
Managing Partner, Enrolment No.: 0521  
Howladar Yunus & Co., Chartered Accountants  
Firm Registration Number: [N/A]  
DVC No.: 2212250521AS114962

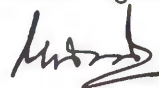
Dated: Dhaka  
25 December 2022

Project Name: Journalism Skills in Media and Academia - Phase II  
Implemented by: Management and Resources Development Initiative (MRDI)  
In partnership with: The Asia Foundation (TAF)  
Statement of Receipts and Payments  
For the period from 01 August 2022 to 30 November 2022

		For the period from 01 August 2022 to 30 November 2022
	Notes	BDT
Opening balance		-
Cash at bank		-
<b>Receipts</b>		
Fund from Donor	6.00	2,779,038
<b>Total receipts</b>		<b>2,779,038</b>
<b>Payments</b>		
Module Development	9.00	588,712
Teachers Training on the Developed Module	10.00	384,827
Seminar on Importance of Teaching Factchecking	11.00	381,791
Programme Personnel	12.00	624,135
Programme Operations and Management	13.00	147,421
<b>Total Payments</b>		<b>2,126,886</b>
<b>Closing balances</b>		
Cash at bank		652,152
		<b>2,779,038</b>

The accompanying notes (1-13) form an integral part of these financial statements.

  
Sk. Shaniaz Ahmed  
Deputy Manager, Accounts

  
Md. Mominul Islam  
Manager, Accounts

  
Hasibur Rahman  
Executive Director

As per our annexed report of same date.



Muhammad Farooq FCA  
Managing Partner, Enrolment No.: 0521  
Howladar Yunus & Co., Chartered Accountants  
Firm Registration Number: [N/A]  
DVC No.: 2212250521AS114962

Dated: Dhaka  
25 December 2022

Project: Journalism Skills in Media and Academia-Phase II  
Implemented by: Management and Resources Development Initiative (MRDI)  
Funded by: The Asia Foundation (TAF)  
Notes to the Financial Statement  
For the period from 01 August 2022 to 30 November 2022

1.0 About the organization and project

1.01 About the organization

Management and Resources Development Initiative (MRDI) is a, "Just and open societies where all people enjoy their rights" - "To support the development of a strong and independent media that exercises excellence in journalism, and to empower all people including the marginalised to freely enjoy their right to information, working with partners in Bangladesh and beyond."

Management and Resources Development Initiative (MRDI) is registered with the Registrar of Joint Stock Companies and Firms, Government of the People's Republic of Bangladesh under the Section 28 of the Company Act 1994 having Incorporation Number is C-544(57)/2003 dated 13 May 2003 as a company limited by guarantee and also registered with the NGO Affairs Bureau having registration number 1962 dated 21 September 2004 under the Foreign Donations Regulation Ordinance 1978 which was renewed on 24 July 2019 for a period of ten years up to 20 September 2029.

The mission of the organization is "To support the development of a strong and independent media that exercises excellence in journalism, and to empower all people including the marginalised to freely enjoy their right to information, working with partners in Bangladesh and beyond."

1.02 About the project

Journalism Skills in Media and Academia phase II is a four months project starting from 1 August 2022 to 30 November 2022. The project is funded by The Asia Foundation (TAF). The project began with the aim of to Support university journalism departments to teach fact checking and countering misinformation using pedagogic resources

1.03 Objectives of the project

A. Overall objective:

i. The project began with the aim of to Support university journalism departments to teach fact checking and countering misinformation using pedagogic resources

B. Program Activities:

i. Module Development

ii. Teachers training on the developed module

iii. Seminar on importance of teaching factchecking at the university level

1.04 Project period

Total duration of the project is for four months covering from 01 August 2022 to 30 November 2022

2.00 Summary of significant accounting policies

2.01 Basis of accounting

The financial statements have been prepared using accrual basis of accounting except statement of receipts and payments. Most of the IFRS are not applicable for the NGO in the preparation of financial statements. ISA 20 have been followed fully while IAS 1 have been partly followed.



## 2.02 Accounting for grants

International Accounting Standard (IAS) 20 "Accounting for Government Grants and Disclosure of Government Assistance" has been followed during the year under audit for recognition of grant income.

As per IAS 20, grants received are initially recorded as liability. Grant amount used for project expenses has been recognized as income to the extent of expenses incurred.

## 2.03 Allocation of common staff salary

As per decision of the board & practice of the organization, staff salaries and common cost like utilities, printing and stationeries are allocated based on number of exiting projects implemented by the organization.

## 2.04 Cash and Cash Equivalents

Cash and Cash Equivalents for the purpose of the receipts and payments comprises of cash and bank balance. Cash and bank balance includes donations received through donor grants which are available for the use of organization without restrictions.

## 2.05 Provision

A provision is recognized in the statement of financial position when the organization has a legal or constructive obligation as a result of a past event, it is probable that an outflow of economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provision is ordinarily measured at the best estimate of the expenditure required to settle the present obligation at the reporting date. Where the company expects some or all of a provision to be reimbursed, the reimbursement is recognized as a separate asset but only when the reimbursement is virtually certain. The expense relating to any provision is presented in the income and expenditure statement net of any reimbursement.

## 2.06 Comparative Period

The project period is defined under the approval of the NGOAB. As per approval of NGOAB, the project period is for 04 months from 1 August 2022 to 30 November 2022. Hence, there is no comparative figure under this project.

## 2.07 Reporting period

The financial statements of the project cover 04 months starting from 1 August 2022 to 30 November 2022.

## 2.08 Reporting currency

The financial Statements are presented in Bangladesh currency, which has been rounded off to the nearest Taka.

## 3.00 General

Amount rounded off in nearest BDT.



	As at 30 April 2022 BDT
4.00 Cash and cash equivalents	
Cash at Bank	652,152
Total	<u>652,152</u>
5.00 Unutilized Fund	
Opening Balance	-
Add: Donner fund received during the year	2,779,038
Less: Grant income recognised	<u>(2,201,886)</u>
Total	<u>577,152</u>
6.00 Fund received from Donor: The Asia Foundation (TAF)	
25 August 2022 (1st Installment)	1,667,423
10 November 2022 (2nd Installment)	1,111,615
Total	<u>2,779,038</u>
7.00 Provision for expenses	
Audit fees: Howladar Yunus & Co.	75,000
Total	<u>75,000</u>




For the period from  
01 August 2022 to 30  
November 2022

		BDT
8.00	Grant Income	
	Grant Income	2,201,886
	Total	<u>2,201,886</u>
9.00	Moudule Development	
	Moudule Development Meeting	70,712
	Honorarium for Local Expert	400,000
	Honorarium for Moudule Development Team Member	100,000
	Printing & Documentation	18,000
	Total	<u>588,712</u>
10.00	Teachers Training on the Developed Moudule	
	Perdiem	45,000
	Banner	1,500
	Stationery	1,990
	Laptop Rental for Participant	30,240
	Honorarium for Facilitator	75,000
	Information Kit	23,756
	Transportation for Local Facilitator, R/P, Staff	15,646
	Venue	76,061
	Food & Refreshment	41,134
	Travel for Participants From Universities	40,000
	Accommodation at Training Venue(R/P,F & Parti)	34,500
	Total	<u>384,827</u>
11.00	Seminar on Imporance of Teaching Factchecking	
	Information Kits	44,512
	Food & Refreshment	55,373
	Transportation for Programme Staff	4,906
	Honorarium for Keynote Presenter	50,000
	Honorarium for Special Discussants	40,000
	Time Cost for Participants	80,000
	Travel Allowance for Outside Dhaka	38,500
	Perdiem for Outside Dhaka Participants	16,500
	Accommodation for Outside Dhaka Participant	15,000
	Venue, Sound & Equipment	34,500
	Digital Banner	2,500
	Total	<u>381,791</u>

For the period from  
01 August 2022 to 30  
November 2022

BDT

12.00	Programme Personnel	
	Team Leader	320,979
	Programme Coordinator	71,820
	Logistic Coordinator	102,816
	Finance Coordinator	128,520
	Total	<u>624,135</u>
13.00	Programme Operations and Management	
	Office Rent	138,336
	Local Conveyance	9,000
	Financial Service	85
	Audit Fees	75,000
	As per Statement of Income and Expenditure	<u>222,421</u>
	Less: Provision made during the year (Audit fees)	<u>(75,000)</u>
	As per Statement of Receipts and Payments	<u>147,421</u>

  
Sk. Shaniaz Ahmed  
Deputy Manager, Accounts

  
Md. Mominul Islam  
Manager, Accounts

  
Hasibur Rahman  
Executive Director



**SECOND PART**

**FD-4 Certificate and  
Report as per the requirement of  
NGO Affairs Bureau, GOB**



FD-4 Certificate

**Howladar Yunus & Co.**  
House-14 (Level 4 & 5)  
Road-16A, Gulshan-1  
Dhaka-1212  
Bangladesh

Tel: +880 2-58815247

We have audited the Financial Statement of "Journalism Skills in Media and Academia-Phase II", the project of Management and Resources Development Initiative (MRDI) located at 8/19 Sir Syed Road, Block-A, Mohammadpur, Dhaka-1207 (NGO Bureau registration # 1962, dated 21 September 2004, and renewed on 24 July 2019) under the Foreign Donations Regulation Act 2016 for the period from 01 August 2022 to 30 November 2022 and examined all relevant books and vouchers and certify that according to the audited financial statements:

- (1) The brought forward Foreign Donations at the beginning of the period 01 August 2022 was Nil.
- (2) The Foreign Donations amounting to Taka 2,779,038 were received by the organisation during the period from 01 August 2022 to 30 November 2022.
- (3) The Balance of unutilized Foreign Donations by the organisation was Taka 652,152.
- (4) Foreign Donations amounting to Taka 2,126,886 have been utilized for the purposes as shown under "Annexure-A/1":

Name of the Project: "Journalism Skills in Media and Academia-Phase II"

Head of Expenditure Differences	Amount as per Approved budget (Taka)	Amount actually spent (Taka)	Differences (Taka)
As per Annexure - A/1.	2,854,038	2,201,886	652,152

(For budget variance, and reason for variance, please refer to Annexure-A/1 and for foreign donation reconciliation, please refer to notes to FD-4)

- (5) Certified that the organization has maintained the accounts of Foreign Donations and records relating thereto in the manner specified as in section 12 of the Foreign Donations (Voluntary Activities) Regulations Act, 2016 read with rules 9 and 12 to the said Act.
- (6) The information furnished above is correct and checked by us.

  
Muhammad Farooq FCA

Managing Partner, Enrolment No. 0521

Howladar Yunus & Co., Chartered Accountants

House No. 14 (Level 4 & 5), Road No. 16A

Gulshan-1, Dhaka-1212, Bangladesh

Dated: Dhaka,

25 December 2022

Chartered Accountants

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Project Name: Journalism Skills in Media and Academia - Phase II  
 Implemented by: Management and Resources Development Initiative (MRDI)  
 In partnership with: The Asia Foundation (TAF)  
 Budget Variance  
 For the period ended 30 November 2022

Code	Particulars	Budgeted amount	Actual Expenditure	Variance	Variance in %	Reasons for Variance
<b>1.0</b>	<b>Module Development</b>					
1.1	Module Development meeting	104,000	70,712	33,288	32%	Spent as per actual requirement
1.2	Honorarium for local Expert	400,000	400,000	-	0%	
1.3	Honorarium for module development team member	300,000	100,000	200,000	67%	Spent as per actual requirement
1.4	Printing & documentation	20,000	18,000	2,000	10%	Spent as per actual requirement
	<b>Total Module Development</b>	<b>824,000</b>	<b>588,712</b>	<b>235,288</b>	<b>29%</b>	
<b>2.0</b>	<b>Teachers training on the developed module</b>					
2.1	Honorarium for facilitator	75,000	75,000	-	0%	
2.2	Honorarium for Resource Persons	75,000		75,000	100%	Budget was not required to utilize
2.3	Information Kit	24,000	23,756	244	1%	Spent as per actual requirement
2.4	Transportation for participants	16,000		16,000	100%	Budget was not required to utilize
2.5	Transportation for local facilitator, resource persons and programme staffs	48,000	15,646	32,354	67%	Spent as per actual requirement
2.6	Venue	60,000	76,061	(16,061)	-27%	Spent as per actual requirement
2.7	Food & Refreshment	82,500	41,134	41,366	50%	Spent as per actual requirement
2.8	Travel for participants from universities	48,000	40,000	8,000	17%	Spent as per actual requirement
2.9	Accommodation at training venue	60,000	34,500	25,500	43%	Spent as per actual requirement
2.10	Accommodation at training venue	22,500		22,500	100%	Spent as per actual requirement
2.11	Per diem for participants	18,000	45,000	(27,000)	-150%	Spent as per actual requirement
2.12	Incidental for participant	54,000		54,000	100%	Budget was not required to utilize
2.13	Banner	2,000	1,500	500	25%	Spent as per actual requirement
2.14	Stationery	2,000	1,990	10	1%	Spent as per actual requirement
2.15	Laptop rental for participants	30,240	30,240	-	0%	
2.16	Service & support in training venue	5,000		5,000	100%	Budget was not required to utilize
	<b>Total Teachers training on the developed module</b>	<b>622,240</b>	<b>384,827</b>	<b>237,413</b>	<b>38%</b>	



Code	Particulars	Budgeted amount	Actual Expenditure	Variance	Variance in %	Reasons for Variance
3.0	<b>Seminar on importance of teaching factchecking at the university level</b>					
3.1	Honorarium for moderator	20,000		20,000	100%	Budget was not required to utilize
3.2	Honorarium for keynote presenter	50,000	50,000	-	0%	
3.3	Honorarium for special discussants	50,000	40,000	10,000	20%	Spent as per actual requirement
3.4	Time cost for participants	100,000	80,000	20,000	20%	Spent as per actual requirement
3.5	Travel allowance for outside Dhaka participants	70,000	38,500	31,500	45%	Spent as per actual requirement
3.6	Per diem for outside Dhaka participants	30,000	16,500	13,500	45%	Spent as per actual requirement
3.7	Accommodation for outside Dhaka participants	25,000	15,000	10,000	40%	Spent as per actual requirement
3.8	Venue, sound & equipment	45,000	34,500	10,500	23%	Spent as per actual requirement
3.9	Digital Banner	1,800	2,500	(700)	-39%	Spent as per actual requirement
3.10	Information kits including guests, TAF staffs and	48,000	44,512	3,488	7%	Spent as per actual requirement
3.11	Food & Refreshment	60,000	55,373	4,627	8%	Spent as per actual requirement
3.12	Transportation for programme staffs	6,000	4,906	1,094	18%	Spent as per actual requirement
	<b>Total Seminar on importance of teaching factchecking</b>	<b>505,800</b>	<b>381,791</b>	<b>124,009</b>	<b>25%</b>	
4.0	<b>Programme Personnel</b>					
4.1	Team leader, ED MRDI (Partial)	353,076	320,979	32,097	9%	Spent as per actual requirement
4.2	Programme Coordinator (Partial)	94,500	71,820	22,680	24%	Spent as per actual requirement
4.3	Logistic Coordinator (Partial)	102,816	102,816	-	0%	
4.4	Finance Coordinator (Partial)	128,520	128,520	-	0%	
	<b>Total Programme Personnel</b>	<b>678,912</b>	<b>624,135</b>	<b>54,777</b>	<b>8%</b>	
5.0	<b>Other Direct Costs</b>					
5.1	Office Rent (Partial)	138,336	138,336	-	0%	
5.2	Local Conveyance (Partial)	9,000	9,000	-	0%	
5.3	Financial service	760	85	665	89%	Spent as per actual requirement
5.4	Audit fees	75,000	75,000	-	0%	
	<b>Total Programme Operations and management</b>	<b>223,086</b>	<b>222,421</b>	<b>665</b>	<b>0%</b>	
	<b>Grand Total</b>	<b>2,854,038</b>	<b>2,201,886</b>	<b>652,152</b>	<b>23%</b>	

<b>Total Expenditure as per FD-4/1 (Annexure A/1)</b>	<b>2,201,886</b>
<b>Less: Current year provision</b>	<b>(75,000)</b>
<b>Add. Payment for prior year provision</b>	<b>-</b>
<b>Foreign donation utilized during audit period</b>	<b>2,126,886</b>



Project: Journalism Skills in Media and Academia - Phase-II  
Funded by: The Asia Foundation (TAF)  
Implemented by: Management and Resources Development Initiative (MRDI)  
For the period ended 30 November 2022

Notes to FD-4

A. Reconciliation of cash and cash equivalents as per Financial Statements and Unutilized Donor Fund

Particulars	Taka
Cash and cash equivalents	652,152
Less: Provision of Expenses	(75,000)
Unutilized Donor Fund as per Financial Statements	<u>577,152</u>



**Management and Resources Development Initiative (MRDI)**  
**Compliance with Instructions of NGO Affairs Bureau**

Name of the Project : "Journalism Skills in Media and Academia-Phase II"  
Audit Period : 01 August 2022 to 30 November 2022  
Project Approval No. and Date : 1<sup>st</sup> approval no. 03.07.2666.666.69.045.22-436,  
Date- 02-August-2022  
1<sup>st</sup> revised approval no. : 03.07.2666.662.69.045.22-454, Date- 17-October-2022

Our observations in compliance with the conditions laid down in Circular No. 03.07.2666.657.43.253.17-619, dated- 31 January 2022 issued from the NGO Affairs Bureau, Prime Minister's Office, and Government of the People's Republic of Bangladesh is listed below:

**Condition-1**

CA firm should perform their role with utmost responsibility and independence in case of audit of NGOs. The report has to be issued using MS Excel/Access Software.

**Observations and Comments**

We have conducted the audit in accordance with International Standards on Auditing (ISAs) and performed our role with utmost responsibility and independence in case during our audit. The report has also been issued using MS Excel/Access Software.

**Condition-2**

During the audit of the accounts of NGOs, the audit firm must provide their opinion on whether the project has been implemented in compliance with the Foreign Donations (Voluntary Activities) Regulation Act 2016, FD-6 related to the approval of the project and the terms & conditions of project approval after completion of the audit.

**Observations and Comments**

During our audit of the accounts, we checked whether the NGO has implemented the project in compliance with the requirements of the Foreign Donations (Voluntary Activities) Regulation Act, 2016, FC-1 related to the approval of the project and the terms & conditions of project approval and did not observe any non-compliance.

**Condition-3**

The CA firm, along with the audit report, must issue a certificate regarding receipts and expenditures of foreign Donations in form of FD-4 and Annexure A/1 prescribed by the Bureau. All information in FD-4 regarding foreign donations should be presented on cash basis, not an accrual basis. It means no foreign donation should be shown as a negative balance or receivables. In FD-4, the total variance between the approved budget and actual expenditure should be shown in total Taka. Item-wise approved budget, actual expenditure, variance with percentage and reasons for variance should be shown in Annexure A/1. Heads, sub-heads and budget against those mentioned in Annexure A/1 should be in line with the approved project (Annexure-C).



### Observations and Comments

The Form of FD-4 along with Annexure-A/1 has been issued in the prescribed format of the Bureau. All the information of Foreign donations in the FD-4 has been provided on cash basis (not an accrual basis) and no receivables pertaining to foreign donations have been taken into account. Item wise approved budget as per FC-1, the actual amount spent and variance with reasons thereof have been described in Annexure-A/1 of the FD-4.

### Condition-4

A separate audit report should be prepared for each project and the reports should be based on the project year (maximum 12 months). If there is any local income/donation in the project, it should be shown in a separate column and there has to be a comment on the source of those local income/donations in compliance with the guideline of Foreign Donations (Voluntary Activities) Regulation Act 2016. An Incomplete comment will be considered as non-compliance.

### Observations and Comments

The audit report has been prepared separately for the project “Journalism Skills in Media and Academia” Project for the period 01 August 2022 to 30 November 2022 with a separate approval of NGOAB vide-03.07.2666.666.69.045.22-436, dated- 02-August-2022. The project does not have any local income/donations.

### Condition-5

In the audit report, the goals, objectives, and main activities of the project shall be mentioned briefly and the following information should be mentioned in the prescribed form:

1. Date of enlistment of CA firm for conducting of the Audit
2. Name of the project
3. Duration of the project
4. Memo No. & Date of approval of the project
5. Memo No. & Date of fund release
6. Amount of fund release (including instalment)
7. Amount of foreign donation received
8. Whether any withdrawal was made from the mother account before the fund release clearance from Bureau; Whether foreign donation has been received in the mother account.
9. Audit Year (Project year)
10. Project Area (District, Upazilla)
11. Number of beneficiaries

### Observations and Comments

The brief project description is as follows:

#### A. Overall objectives:

The objectives of the project are-

- i. Journalism Skills in Media and Academia aims to Support university journalism departments to teach fact-checking and countering misinformation.
- ii. Strengthen newsrooms on contemporary business and economics journalism.



**B. Program Activities:**

- i. Module Development.
- ii. Teachers' Training on the Developed Module
- iii. Seminar on the Importance of Teaching Fact-checking

Specific information pertaining to the project is given below:

1	Date of enlistment of CA firm for conducting the Audit	Circular # 03.07.2666.657.43.253.17-619, Date- 31 January 2022 Serial No. 48												
2	Name of the Project	Journalism Skills in Media and Academia - Phase II												
3	Duration of the project	01 August 2022 to 30 November 2022.												
4	Memo No. & Date of approval of the project	1 <sup>st</sup> approval ref. no. 03.07.2666.666.69.045.22-436, Date- 02 August 2022 1 <sup>st</sup> revised approval no. 03.07.2666.662.69.045.22-454, Date- 17 October 2022												
5	Memo No. & Date of fund release	Approval No: 03.07.2666.666.69.045.22-436, Date- 02 August 2022												
6	Amount of fund release (including instalment)	The total amount of funds/money released for the project by NGOAB, and the funds received from the donor by the project through the following instalments: <table border="1"><thead><tr><th>Date</th><th>Mode of Receipt</th><th>Amount in Taka</th></tr></thead><tbody><tr><td>22-08-2022</td><td>Bank transfer</td><td>1,667,423</td></tr><tr><td>09-11-2022</td><td>Bank transfer</td><td>1,111,615</td></tr><tr><td colspan="2">Fund Received during the audit period:</td><td>2,779,038</td></tr></tbody></table>	Date	Mode of Receipt	Amount in Taka	22-08-2022	Bank transfer	1,667,423	09-11-2022	Bank transfer	1,111,615	Fund Received during the audit period:		2,779,038
Date	Mode of Receipt	Amount in Taka												
22-08-2022	Bank transfer	1,667,423												
09-11-2022	Bank transfer	1,111,615												
Fund Received during the audit period:		2,779,038												
7	Amount of foreign donations received	Taka 2,779,038												
8	Whether any withdrawal was made from the mother account before the fund release clearance from Bureau	No fund was received before NGOAB approval.												
	Whether local donation has been received in the mother account.	No local contribution/ donation has been received in the Mother Account.												
9	Audit year (Project period)	01 August 2022 to 30 November 2022												
10	Project area (District & Upazilla)	Chittagong, Rajshahi and Dhaka.												
11	Number of beneficiaries	Journalism Departments of Rajshahi and Chittagong University												

**Condition-6**

Balance Sheet, Income & Expenditure Account, and Receipts & Payments Account should be part of the audit report and these statements should be signed by the authorized person of the NGO and the Name of the authorized person needs to be mentioned. If in any case the presentation of the Balance Sheet is not required, then an explanation should be included. The auditor should



confirm whether the Receipts and Payments Account was prepared based on the ledger items maintained by NGO. In the items where the accumulated amount has been shown, (such as contingency and others), a detailed breakdown should be shown in notes.

### Observations and Comments

Balance Sheet, Income & Expenditure Account, and Receipts & Payments Account are part of the audit report, and these statements are signed by the authorized person of the NGO and the Name of the authorized persons are mentioned. The Receipts & Payments Statement has been prepared in accordance with the ledgers maintained by the NGO. In the notes to the financial statements, breakups for each accumulated amount are provided for the items of the balance sheet, income & Expenditure statements, and receipt payment statements.

### Condition-7

Every page of the NGO's audit report should contain page numbers. The initial of the authorized person of the CA firm along with the common seal should be provided in every page of the audit report. However, at the beginning of the report auditor's certificate, Balance Sheet, accounts statements, FD-4 certificate, and report as per TOR should contain the full signature of the auditor. At below of the signature of the auditor, the full name, designation and Enrollment Number should be mentioned. NGO's audit reports should have the following sequence:

#### First part

- Auditor's certificate including scope, opinion, etc.
- Balance Sheet
- Income & Expenditure Accounts/ Statements
- Receipts & Payments Accounts/Statements
- Notes to Financial Statement
- Schedule/Appendix/ Other Statement

#### Second part

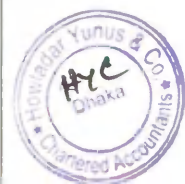
- FD-4 certificate
- Annexure-A/1
- Notes of FD-4 (if any)
- Report should be prepared in line with the TOR of NGOAB (sequence of conditions of the TOR should be followed as it is).

### Observations and Comments

The page number has been inserted on every page of the report. Each page of the report is also initialled by us with a common seal. Auditor's full signature has been given in Auditor's Report, Balance Sheet, Income and Expenditure Statement, Receipts and Payments Statement, FD-4 and the report prepared as per ToR. At below of the signature of the auditor, the full name, designation and Enrollment Number are also mentioned. The audit Report has been prepared serially as follows:

#### First Part

- Auditor's certificate including scope, opinion, etc.
- Balance Sheet
- Income and Expenditure Statement
- Receipts and Payments Statement
- Notes to Financial Statement





- Schedule/Appendix/Other Statement

### Second Part

- FD-4 certificate
- Annexure-A/1
- Notes of FD-4
- Report based on TOR of NGOAB (conditions of TOR exactly followed).

### Condition-8

In the case of multiple years of project audits, the audit report should contain whether it was audited in the earlier year, if yes, whether the report was submitted to the NGOAB. In the case of the continuous project i.e. the project continued in the same name/same type in the earlier year, whether it was audited in the earlier year, if yes, whether the report was submitted to the NGOAB.

### Observations and Comments

This is the first year audit of this project ("Journalism Skills in Media and Academia - Phase II").

### Condition-9

After completion of the audit, one copy (Original Copy) of the audit report in a sealed envelope should be sent directly to the Director General (Grade-1), NGO Affairs Bureau, Dhaka.

### Observations and Comments

After completion of the audit, one copy (original copy) of the audit report in a sealed envelope will be sent directly to the Director General (Grade-1) of the NGO Affairs Bureau, Dhaka.

### Condition-10

The number and date of the first registration of the NGO with NGOAB should be mentioned along with the latest date of renewal of registration.

### Observations and Comments

The NGO's first registration No. 1962, dated 21 September 2004, under the Foreign Donation (Voluntary Activities) Regulation Act, 2016 renewed on 24 July 2019 for 10 years which will expire on 20 September 2029.

### Condition-11

As per Section 9 of the Foreign Donations (Voluntary Activities) Regulation Act 2016, all foreign donations of an NGO shall be received by a single bank account. It should be reported whether the NGO has received all the foreign donations in a single Bank Account as per the said rule. The name of the Bank, Account Number and Amount should be mentioned if the foreign donation has been received through more than one Bank Account non-complying with this rule.

### Observations and Comments

We confirm that under Section- 9 of the Foreign Donations (Voluntary Activities) Regulation Act 2016, the organization received all the foreign donations through Southeast Bank Limited, Dhanmondi Branch, Navana Newbury place first floor, 4/1/A Mirpur Road, Shanbaug, Dhaka, Bangladesh Account No-001211100006616 (Mother account).



### Condition-12

The bank account number approved by the NGO Affairs Bureau for receipt of foreign donations (mother account) including the name of the Bank and its Branch, the amount of donation received during the concerned project year along with the date and name of the donor should be mentioned. The date of the foreign donation transferred from the mother account to the project account should be mentioned. Bank reconciliation between the mother account and the Project account should be checked and to be mentioned whether it is correct.

Information of Mother Account			Information of Project Account			Donor Name	Remarks
Bank Name & Address	Amount of fund receipt	Date of Receipt	Bank Name & Address	Amount of fund receipt	Date of Receipt		

### Observations and Comments

The organization has received foreign donations of an amount of Taka 2,779,038 through the mother account with Southeast Bank Limited, Dhanmondi Branch, Account No-001211100006616 (Mother account). The name of the donor, date, and amount received are given below:

Information of Mother Account			Information of Project Account			Donor Name	Remarks
Bank Name & Address	Amount of Fund Receipt	Date of Receipt	Bank Name & Address	Amount of fund receipt	Date of Receipt		
Southeast Bank Ltd., Dhanmondi Branch	1,667,423	22-08-2022	Prime Bank Ltd., Asad Gate Branch	1,667,423	25-08-2022	The Asia Foundation	
	1,111,615	9/11/2022		1,111,615	10/11/2022		
Total	2,779,038		Total	2,779,038			

The bank reconciliation between the mother account and the Project account has been checked and found correct.

### Condition-13

Donations received in kind/ Commodities should be accounted for after proper valuation and should be shown with the donation received in Form FD-4. Its utilization and the unutilized balance should be shown as per Form FD-5.

### Observations and Comments

During the year under audit, the NGO did not receive any donations in Kind/ Commodities, according to the information/documents provided to us.

### Condition-14

The bank interest (exchange gain) on foreign donations should be shown in the accounts separately and it should be mentioned whether permission has been obtained from the NGO Affairs Bureau for use of it. The said bank interest cannot be refunded to the donor. If necessary, it should be spent by the NGO on another project.



### Observations and Comments

During the project period (01 August 2022 to 30 November 2022) Bank Interest not earned and not shown in the accounts. It is to be mentioned, no bank interest was refunded to the donor.

### Condition-15

It should be reported whether the accounts of the NGO are maintained under the double entry system of book-keeping and cash book, bank book, ledger book, stock register, fixed asset register, and other registers are maintained properly in line with Section-12 of Foreign Donations (Voluntary Activities) Regulation Act 2016.

### Observations and Comments

As per section 12 of The Foreign Donations (Voluntary Activities) Regulation Act 2016, the organization has maintained its accounts according to the double-entry system and books of accounts like Cash Book or Bank Book, Ledger, Stock register, Assets Register and others are maintained properly. The organization kept its financial records of the project in Tally Software.

### Condition-16

It should be reported whether separate Revolving Loan Fund (RLF) for each donor (including earlier Programs) is maintained and whether RLF is audited by independent auditors each year. If RLF from Foreign Donation is not recorded separately and the loans disbursed from the audited Program, then it should be ensured that the service charge is recorded as receipts.

### Observations and Comments

The NGO does not have any Revolving Loan Fund (RLF).

### Condition-17

It should be mentioned whether the NGO has obtained a license from Micro Credit Regulatory Authority (MRA) for implementing micro credit activities.

### Observations and Comments

The NGO was not listed with Microcredit Regulatory Authority.

### Condition-18

If any expenditure is made in foreign currency out of the receipt of the donation, a detailed description should be given in the report.

### Observations and Comments

The organization has not incurred any expenditure in foreign currency during the period under audit.

### Condition-19

It should be mentioned whether any amount of certain head of account spent beyond budget and adjusted with other head of accounts or any unapproved amount of expenditures amount has been adjusted with the regular head of expenditures. If yes, whether approval was obtained from NGOAB in support of the excess expenditures.

### Observations and Comments

On the basis of the information available to us, and the results of our review of the books of accounts which was conducted on a sample basis, during the period under audit, the project



expenditures have not been adjusted to avoid budget overrun in one-line item with the surplus budget in another line item.

**Condition-20**

Whether any amount of the salaries and allowances of the officer/ staff and other expenses above Taka 10,000 were paid through the bank account.

**Observations and Comments**

During the audit period, we observed that the salary and benefits of the staff and other expenses in all cases were in excess of Taka 10,000 are paid in account payee cheque or Bank transfer.

**Condition-21**

If the project is implemented through the taking of loan, then the reason for taking the loan with the source of the loan and the information regarding prior approval of NGOAB and approval of the Executive Committee of the NGO should be furnished.

**Observations and Comments**

The project has not taken any loans during the audit period.

**Condition-22**

Detailed information along with the approval of the Executive Committee of the NGO should be furnished if the members of the general body or executive committee receive salary or honorarium. Moreover, detailed information of salary/remuneration should be given if the Chief Executive of the Program received any full/part salary/ honorarium from the audited Program and other Programs.

**Observations and Comments**

No member of the Board of Directors of the NGO has received any pay and allowances or honorarium from the project fund except for Executive Director. The Executive Director has received a total amount of Taka 320,979 from the project as salary.

**Condition-23**

It should be mentioned whether the internal control system of the organization is satisfactory or not.

**Observations and Comments**

Based on our assessment and review of the internal control system of the NGO, it appears to be at a satisfactory level.

**Condition-24**

Whether any money is refunded to the donor, if refunded, whether approval is taken from NGOAB, details are to be given.

**Observations and Comments**

No amount has been refunded to the Donor Agency from this project during the year under our audit.



### Condition-25

Comment has to be given whether VAT and IT were properly deducted from the bill/vouchers according to the government laws and regulations and deposited to Government Treasury and whether revenue stamps were affixed on bill/vouchers in respect of the transactions of the project by the organization. The amount of deducted and arrears of VAT and IT against the project expenditure should be mentioned as per the following format:

Sl. No.	Detail of expenditure with subhead as per Annexure A/1	Amount of expenditure	Deductible Amount		Deducted amount		Deposited to Government Treasury		Arrear amount		Treasury/ Mushak Challan no. date, Bank name & Branch
			4	5	6	7	8	9	10	11	
1	2	3	VAT	AIT	VAT	AIT	VAT	AIT	VAT	AIT	12

### Observations and Comments

Based on the results of our audit of transactions, carried out on a sample basis, in our opinion, Income Tax and VAT have been deducted at source from payments against bills/vouchers and have been duly deposited into the Treasury. Revenue stamps have also been affixed in applicable cases. During the year, the NGO deposited Taka 89,038 for Tax to the Government Treasury and Taka 8,947 for VAT. Details for the VAT and TAX are referred in Annexure-B.

### Condition-26

It should be reported whether the NGO, as a legal entity, submits income tax returns to NBR every year as per Income Tax Ordinance 1984. If any foreign employee is working in the NGO, it should also be mentioned whether the foreign employee pays tax on a regular basis and whether his last income year's tax assessment has been completed. Due to the significance of VAT and Income tax, the concerned Firm and NGO have to disclose the complete information.

### Observations and Comments

Management and Resources Development Initiative (MRDI) has obtained a Tax Identification Number (TIN) which is 5735-7494-4393. Management and Resources Development Initiative (MRDI) as a legal entity submits Income Tax Returns as per Income Tax Ordinance 1984 for each year. The organization has also submitted Income Tax Return for the assessment year 2021 - 2022 to the National Board of Revenue in accordance with the Income Tax Ordinance, 1984. No foreign employee is working in the NGO under this project.

### Condition-27

The audit report should state whether any Income Generating Activities (IGA) is included with the concerned project. If so, mention whether taxes are paid properly on income from such IGA with the name of the source or whether the organization has collected any Income Tax Exemption Certificate from the NBR.

### Observations and Comments

The project does not have any income Generating Activities (IGA).



### Condition-28

It should be reported whether any officer/employee/member of the Executive Committee or the General Committee went on foreign travel by availing of, air tickets/any other facility by utilizing the funds received from foreign sources. If so, the details of such travel and whether permission from the NGO Affairs Bureau was taken in respect of the travel should be given.

### Observations and Comments

During the period under audit, no officer/employee/member of the Executive Committee or General Committee of the Management and Resources Development Initiative (MRDI) had travelled abroad by using the foreign donation received for the project.

### Condition-29

The audit report should contain a description of Fixed Assets (along with value) owned by the NGO and it should be mentioned whether relevant fixed assets/ deed/ office rent agreement/ donated land/ vehicle and other assets are reported in the name of the NGO.

### Observations and Comments

NO fixed assets were purchased under this project. Moreover, the total fixed assets schedule of the NGO is provided in Annexure-C. It is to be noted that the assets that require registration in the name of the NGO are done properly.

### Condition-30

Whether immovable/moveable assets purchased under this project have been sold-out/transferred? If so, whether approval is taken from NGOAB to be reported.

### Observations and Comments

No fixed assets/moveable properties were sold/ transferred during the audit period, which was purchased under this project.

### Condition-31

The CA firm should issue a management letter mentioning the irregularities/ ineligible cost/unauthorized expenditure/unapproved budgeted expenditure to the management of the organization after the completion of the audit. A copy of the management letter should be submitted to Deputy Director (Inspection & Audit). It should be mentioned if such report is not required.

### Observations and Comments

No significant issue was identified during our audit period and no management letter has been issued.

### Condition-32

A CA Firm cannot consecutively audit the same project of the NGO for more than five (5) years. For this reason, the CA Firm should certify that they did not audit the audited project of the NGO consecutively for more than five (05) years.

### Observations and Comments

We conducted the audit of the " Journalism Skills in Media and Academia - Phase II" project for the first time.



### Condition-33

A list of the members of the organization's Executive Committee/Governing Body/Management Committee is to be enclosed in the audit report.

### Observations and Comments

Details of the members of the Executive committee have been shown in the following table:

Sl. No.	Name of the Member	Designation
1.	Farid Hossain	Chairman
2.	Hasibur Rahman	Executive Director
3.	Rokia Afzal Rahman	Director
4.	Md. Nazrul Islam	Director
5.	M. Emamul Haque	Director
6.	Syed Ishtiaque Reza	Director
7.	Sakiul Millat Morshed	Director
8.	Kajal Kanti Sengupta	Director
9.	Dr. Azizunahar Islam	Director

### Condition-34

It should be mentioned whether all the expenditures relevant to the audit of the project are bore from the project/organization.

### Observations and Comments

All the expenditure of the audit of the project has been borne from this project.

### Condition-35

The audit report should contain the memorandum number with the date of the firm's enlistment and renewal.

### Observations and Comments

Howladar Yunus & Co., Chartered Accountants is enlisted with NGO Affairs Bureau by Enlistment/Renewal Memo No: # 03.07.2666.657.43.253.17-619, dated- 31 January 2022, (Sl. No. 48).

### Condition-36

The auditor should include opinions on whether the entity's all financial transactions are free from money laundering and terrorist financing activities.

### Observations and Comments

Based on our verification on a sample basis, we did not find any indication that the NGO is involved in money laundering and terrorist financing activities.

### Condition-37

Detail opinion along with evidence should be given on whether the conditions of approval of the project have been fully followed and whether the local administration has been involved in the implementation of the project.

Observations and comments

With the approval of the project, no condition was given by NGOAB.

Condition-38

It should be mentioned whether the audit has been completed within the deadline, if not, a logical reason for the delay to be mentioned.

Observations and comments

As per the condition of project approval of NGOAB, the audit has been completed within 2 months from the period end.

Condition-39

DVC (Document Verification Code) need to be disclosed in the audit report.

Observations and comments

DVC (Document Verification Code) number for this project is 2212250521AS114962, dated 25 December 2022.

*Muhammad Farooq*

Muhammad Farooq FCA  
Managing Partner, Enrolment No. 0521  
Howladar Yunus & Co.,  
Chartered Accountants  
Dated: Dhaka, 25 December 2022

NGO Affairs Bureau Enlistment/Renewal Memo No: # 03.07.2666.657.43.253.17-619, dated- 31 January 2022, (Sl. No. 48)





Project Name: Journalism skills in media and academic-Phase-II  
 Implemented by: Management and Resources Development Initiative (MRDI)  
 In partnership with The Asia Foundation (TAF)  
 Statement of Tax & VAT deposited for the period from 01 August 2022 to 30 November 2022

Sl. No.	Head of expenditures	Actual expenses	Voucher Ref	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
				VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
<b>1.0. Module Development</b>															
1.1	Module Development meeting	70,712	DV-178,179,207,208	960	3,733	960	3,733	960	3,733	-	-	T-36	04.09.22	T-35,36,5	04.09.22, 04.12.22
1.2	Honorarium for local Expert	400,000	DV-183,205		40,000	-	40,000	-	40,000	-	-			T-45,5	4.10.22, 04.12.22
1.3	Honorarium for module development team member	100,000	DV-206		10,000	-	10,000	-	10,000	-	-			T-5	04.12.22
1.4	Printing & documentation	18,000	DV-209	1,256	502	1,256	502	1,256	502	-	-	T-8	04.12.22	T-5	04.12.22
	<b>Total Module Development</b>	<b>588,712</b>		<b>2,216</b>	<b>54,235</b>	<b>2,216</b>	<b>54,235</b>	<b>2,216</b>	<b>54,235</b>	-	-				
<b>2.0 Teachers training on the developed module</b>															
2.1	Honorarium for facilitator	75,000	DV-202		7,500	-	7,500	-	7,500	-	-			T-5	04.12.22
2.3	Information Kit	23,756	JV-87	265	650	265	650	265	650	-	-	T-8	04.12.22	T-5,6	04.12.22
2.5	Transportation for local facilitator, resource persons and programme staffs	15,646	DV-201	1,500	500	1,500	500	1,500	500	-	-	T-8	04.12.22	T-5	04.12.22
2.6	Venue	76,061	DV-204		1,323	-	1,323	-	1,323	-	-			T-5	04.12.22
2.7	Food & Refreshment	41,134	DV-204		715	-	715	-	715	-	-			T-5	04.12.22
2.8	Travel for participants from universities	40,000				-	-	-	-	-	-				
2.9	Accommodation at training venue	34,500				-	-	-	-	-	-				
2.11	Per diem for participants	45,000				-	-	-	-	-	-				
2.13	Banner	1,500	DV-195	105	42	105	42	105	42	-	-	T-8	04.12.22	T-6	04.12.22
2.14	Stationery	1,990	JV-88	135	55	135	55	135	55	-	-	T-8	04.12.22	T-5	04.12.22
2.15	Laptop rental for participants	30,240	DV-199	3,944	1,315	3,944	1,315	3,944	1,315	-	-	T-8	04.12.22	T-6	04.12.22
<b>Sub-total Teachers training on the developed module</b>		<b>384,827</b>		<b>5,949</b>	<b>12,100</b>	<b>5,949</b>	<b>12,100</b>	<b>5,949</b>	<b>12,100</b>	-	-				



Project Name: Journalism skills in media and academia-Phase-II  
 Implemented by: Management and Resources Development Initiative (MRDI)  
 In partnership with The Asia Foundation (TAF)  
 Statement of Tax & VAT deposited for the period from 01 August 2022 to 30 November 2022

Sl. No.	Head of expenditures	Actual expenses	Voucher Ref	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
				VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
3.0 Seminar on importance of teaching factchecking at the university level															
3.2	Honorarium for keynote presenter	50,000	DV-194		5,000	-	5,000	-	5,000	-	-			T-6,7	04.12.22
3.3	Honorarium for special discussants	40,000	DV-194		4,000	-	4,000	-	4,000	-	-			T-6,7	04.12.22
3.4	Time cost for participants	80,000	DV-193,194,203		8,250	-	8,250	-	8,250	-	-			T-5,6,7	04.12.22
3.5	Travel allowance for outside Dhaka participants	38,500				-	-	-	-	-	-				
3.6	Per diem for outside Dhaka participants	16,500				-	-	-	-	-	-				
3.7	Accommodation for outside Dhaka participants	15,000				-	-	-	-	-	-				
3.8	Venue, sound & equipment	34,500	DV-197		1,500	-	1,500	-	1,500	-	-			T-6	04.12.22
3.9	Digital Banner	2,500	DV-195	174	70	174	70	174	70	-	-	T-8	04.12.22	T-6	04.12.22
3.10	Information kits including guests, TAF staffs and MRDI staffs	44,512	Dv,198,JV-87	128	1,315	128	1,315	128	1,315	-	-	T-8	04.12.22	T-5,6	04.12.22
3.11	Food & Refreshment	55,373	DV-197		2,408	-	2,408	-	2,408	-	-			T-6	04.12.22
3.12	Transportation for programme staffs	4,906	DV-201	480	160	480	160	480	160	-	-	T-8	04.12.22	T-5	04.12.22
Sub-total Seminar on importance of teaching factchecking		381,791		782	22,703	782	22,703	782	22,703	-	-				
4.0 Programme Personnel															
4.1	Team leader, ED MRDI (Partial)	320,979		-	-	-	-	-	-	-	-				
4.2	Programme Coordinator (Partial)	71,820		-	-	-	-	-	-	-	-				
4.3	Logistic Coordinator (Partial)	102,816		-	-	-	-	-	-	-	-				
4.4	Finance Coordinator (Partial)	128,520		-	-	-	-	-	-	-	-				
Sub-total Programme Personnel		624,135		-	-	-	-	-	-	-	-				



Project Name: Journalism skills in media and academia-Phase-II  
 Implemented by: Management and Resources Development Initiative (MRDI)  
 In partnership with The Asia Foundation (TAF)  
 Statement of Tax & VAT deposited for the period from 01 August 2022 to 30 November 2022

Sl. No.	Head of expenditures	Actual expenses	Voucher Ref	Deductible amount		Deducted amount		Deposited amount		Outstanding		VAT		TAX	
				VAT	IT	VAT	IT	VAT	IT	VAT	IT	Challan No.	Date	Challan No.	Date
<b>5.0. Other Direct Costs</b>															
5.1	Office Rent (Partial)	138,336		-	-	-	-	-	-	-	-	-	-	-	-
5.2	Local Conveyance (Partial)	9,000		-	-	-	-	-	-	-	-	-	-	-	-
5.3	Financial service	85		-	-	-	-	-	-	-	-	-	-	-	-
5.4	Audit fees	75,000		9,783	6,522	-	-	-	-	-	-	-	-	-	-
Subtotal Programme Operations and management		222,421		9,783	6,522	-	-	-	-	-	-	-	-	-	-
Grand Total		2,201,886		18,730	95,560	8,947	89,038	8,947	89,038	-	-	-	-	-	-



**Management and Resources Development Initiative (MRDI)**  
**Schedule of property, plant and equipment**  
**As at 30 June 2022**

Sl. No.	Particulars	Cost				Rate (%)	Depreciation				Written down value
		Opening balance	During the year		Closing balance		Opening balance	During the year		Closing balance	
			Addition	Adjustment /disposal				Charged	Adjustment/ disposal		
		BDT	BDT	BDT	BDT		BDT	BDT	BDT	BDT	
1.0	Land	50,000	-	50,000	-	-	-	-	-	-	
	Sub-total (A)	50,000	-	50,000	-	-	-	-	-	-	
2.0	<b>Furniture and fixture:</b>										
2.1	Table	185,167	207,248	2,750	389,665	20%	151,520	119,170	2,750	267,940	121,725
2.2	Chair, sofa etc.	161,156	149,016	2,446	307,726	20%	156,619	74,716	2,446	228,889	78,837
2.3	Shelf, paper stand, notice board etc.	300,897	78,832	4,600	375,129	20%	275,319	53,175	4,600	323,894	51,235
2.4	Interior decoration	269,951	-	-	269,951	20%	248,123	7,276	-	255,399	14,552
	Sub-total (B)	917,171	435,096	9,796	1,342,471		831,581	254,337	9,796	1,076,122	266,349
3.0	<b>Office equipment:</b>										
3.01	Photocopier	195,000	-	195,000	-	30%	194,999	-	194,999	-	-
3.02	Monitoring set up	420,684	-	214,350	206,334	30%	410,442	7,940	214,350	204,032	2,302
3.03	Fax machine, scanner, TV, recorder etc.	55,230	-	5,600	49,630	30%	55,228	-	5,600	49,628	2
3.04	Power generator (Honda)	102,250	-	-	102,250	30%	102,249	-	-	102,249	1
3.05	Electric fans	47,834	21,079	2,400	66,513	30%	46,750	13,461	2,399	57,812	8,701
3.06	Air cooler	778,528	139,193	211,272	706,449	30%	778,527	110,732	211,272	677,987	28,462
3.07	Telephone and internet connectivity	127,243	-	-	127,243	30%	124,093	3,149	-	127,242	1
3.08	Camera	180,814	-	10,700	170,114	30%	178,479	2,019	10,700	169,798	316
3.09	Mobile and telephone set	382,874	41,797	44,651	380,020	30%	315,887	53,333	42,643	326,577	53,443
3.10	Access & Attendance Control Device	55,000	-	-	55,000	30%	33,000	16,500	-	49,500	5,500
	Sub-total (C)	2,345,457	202,069	683,973	1,863,553		2,239,654	207,134	681,963	1,764,825	98,728



Management and Resources Development Initiative (MRDI)  
Schedule of property, plant and equipment  
As at 30 June 2022

Sl. No.	Particulars	Cost				Rate (%)	Depreciation				Written down value
		Opening balance	During the year		Closing balance		Opening balance	During the year		Closing balance	
			Addition	Adjustment /disposal				Charged	Adjustment/ disposal		
BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT	BDT		
4.0	Computer, printer and multimedia										
4.1	Tower server	299,360	-	119,000	180,360	33%	299,359	-	119,000	180,359	1
4.2	Desktop computer	769,114	67,932	147,756	689,290	33%	717,473	79,568	131,834	665,207	24,083
4.3	Laptop computer	690,970	286,679	78,500	899,149	33%	690,969	240,971	78,500	853,440	45,709
4.4	Laser printer	164,480	80,060	35,800	208,740	33%	164,102	66,565	35,800	194,867	13,873
4.5	UPS, IPS and stabilizer	234,885	15,152	5,200	244,837	33%	211,595	35,861	5,200	242,256	2,581
4.6	Multimedia projector	123,225	68,000	-	191,225	33%	123,224	68,000	-	191,224	1
4.7	Computer networking	78,680	-	-	78,680	33%	78,679	-	-	78,679	1
	Sub-total (D)	2,360,714	517,823	386,256	2,492,281		2,285,401	490,965	370,334	2,406,032	86,249
5.0	Other assets										
5.1	Books	25,930	-	-	25,930	20%	25,929	-	-	25,929	1
5.2	Paintings	40,000	-	-	40,000	20%	39,999	-	-	39,999	1
	Sub-total (E)	65,930	-	-	65,930		65,928	-	-	65,928	2
6.0	Project assets										
6.01	MJF PCAI Project	303,472	-	54,488	248,984	-	-	-	-	-	248,984
6.02	MJF AWRAIB Project	60,000	-	60,000	-	-	-	-	-	-	-
6.03	MJF BGBS Projects	208,975	-	-	208,975	-	-	-	-	-	208,975
6.04	Internews Project	489,896	-	489,896	-	-	-	-	-	-	-
6.05	Fojo Project	2,438,613	2,985,977	-	5,424,590	-	-	-	-	-	5,424,590
6.06	TAF IGTOFI Project	538,700	-	538,700	-	-	-	-	-	-	-
6.07	TAF JSMA Project	601,898	-	-	601,898	-	-	-	-	-	601,898
6.08	TAF MIMA Project	148,419	-	-	148,419	-	-	-	-	-	148,419
	Sub-total (F)	4,789,973	2,985,977	1,143,084	6,632,866	-	-	-	-	-	6,632,866
	Balance as at 30 June 2022	10,529,245	4,140,965	2,273,109	12,397,101	-	5,422,564	952,436	1,062,093	5,312,907	7,084,194
	Balance as at 30 June 2021	8,622,775	2,298,396	391,926	10,529,245	-	5,512,093	281,909	371,438	5,422,564	5,106,681

